



CALIFORNIA  
DEPARTMENT OF  
EDUCATION

**TOM TORLAKSON**

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

October 14, 2011

Dear County and District Superintendents and Charter School Administrators:

### **2011–12 California Longitudinal Pupil Achievement Data System Submissions**

This letter provides an overview of the California Longitudinal Pupil Achievement Data System (CALPADS) submission schedule for 2011–12. The certification and amendment window deadlines for all CALPADS submissions are located under the Calendar link on the CDE CALPADS Web page at <http://www.cde.ca.gov/calpads>.

The California Department of Education (CDE) strongly encourages local educational agencies (LEAs) and independently reporting charter (IRC) schools to regularly submit student enrollment and exit data to CALPADS throughout the year. Each year, beginning on Fall Census Day, the CALPADS Fall 1 Annual Enrollment window opens during which time LEAs and IRCs must update current enrollment and prior year exit data. The Fall Census Day for 2011–12 occurred on Wednesday, **October 5, 2011**. During the CALPADS Fall 1 Annual Enrollment window LEAs will be able to review CALPADS reports displaying their 2011–12 enrollments, and 2010–11 graduate and dropout counts. The certification deadline for the Fall 1 submission is **December 14, 2011**. The Fall 1 amendment window is December 15, 2011 through February 22, 2012, during which time LEAs may amend their Fall 1 data. LEAs and IRCs that fail to certify their 2011–12 CALPADS Fall 1 data by the **February 22** amendment window deadline will have **no official enrollment counts** for the 2011–12 school year and **no official graduate or dropout data** for 2010–11 school year.

Official enrollment data are used for many purposes, including several enrollment-based funding calculations. Without official enrollment, LEAs may not be eligible to receive enrollment-based funding. CALPADS data are also used to generate official graduate and dropout counts and rates. Without official graduation rates, LEAs cannot meet their Adequate Yearly Progress (AYP) targets. Last year, for the first time, the CDE used CALPADS data to calculate a four-year cohort graduation rate as required by federal regulations. This year, the four-year cohort graduation rate will be used to measure AYP growth targets for accountability purposes. LEAs that certify their Fall 1 data by the December 14, 2011 certification deadline will be provided a private preview during the amendment window of their preliminary enrollment, graduate and dropout counts and rates. Official enrollment, graduate, and dropout data are posted on DataQuest and viewable by the public.

The CALPADS Fall 2 submission window for staff and course data also opened on Wednesday, October 5, 2011. The certification deadline for the Fall 2 submission is **January 18, 2012**. The Fall 2 amendment window is January 19, 2012 through February 29, 2012, during which time LEAs may amend their Fall 2 data. This year the CDE will **not** have a contingency Professional Assignment and Information Form (PAIF) collection for these data. Therefore, LEAs must certify their Fall 2 data in CALPADS by the **February 29** amendment window deadline in order to fulfill federal reporting requirements, which include federal Highly Qualified Teacher (HQT) reporting.

### **UPCOMING CALPADS ENHANCEMENTS IN 2011–12**

The CDE continues to implement enhancements to CALPADS in response to user requests to increase the overall usability of the system and to improve the quality of the Fall 1, Fall 2, and Spring 1 submissions. Additional functionality to accommodate student assessment data and the End-of-Year (EOY) submissions will also be implemented in CALPADS this year.

Student-level STAR, CAHSEE, and CELDT assessment data will be loaded into CALPADS later this year. LEAs will have access to new reports that summarize assessment results by administration, with drill downs to student level data. A CAHSEE report will be available that displays CAHSEE results for all currently enrolled students, displaying which sections (English language arts and math) students have or have not passed. Monthly CELDT reports will display student results as they are tested throughout the year. Student-level accountability reports will display which students were included and excluded from the Academic Performance Index (API) and AYP calculations. In this first year of implementation, the CDE will utilize the student demographic and program participation data submitted on the Pre-ID for API and AYP calculations. The CALPADS student data, however, will be displayed in the CALPADS reports and will be transitioned for use in the accountability calculations, emphasizing the importance of maintaining accurate and up-to-date data in CALPADS. Once CALPADS data are being used, the amount of data submitted by LEAs to the assessment vendors on the Pre-ID can be reduced.

The CDE will also begin collecting the EOY data in CALPADS this coming year, beginning in May 2012. The data requirements for the EOY submissions have been posted for some time on the CALPADS Web page as part of the CALPADS File Specifications (CFS), which are located under the System Documentation link on the CALPADS Web page at <http://www.cde.ca.gov/calpads>. The CDE will be further refining these requirements as well as providing Question and Answer sessions for LEA staff later this fall.

## **NEXT STEPS FOR FALL 1**

In order to complete and certify the 2011–12 CALPADS Fall 1 Annual Enrollment for your LEA, the following steps must be performed by your LEA CALPADS Administrator:

1. Set up CALPADS accounts and roles (if not done already)
2. Request Statewide Student Identifiers (SSIDs) for students enrolled on or before Information Day (October 5, 2011)
3. Download SSIDs from CALPADS and import them into your local student information system (SIS)
4. Update CALPADS student enrollment records to exit students that have left your district
5. Update CALPADS student demographic records with grade level changes for new and continuing students within your district
6. Update CALPADS student program records for the National School Lunch Program (NSLP) eligibility for new and continuing students within your district
7. Review the certification reports within CALPADS
8. Certify the Fall 1 data submission within CALPADS (both Level 1 and Level 2)

To be on track to comfortably finish these updates and certify the Fall 1 data by the December 14 deadline, your LEA or charter school should be at or beyond step 6 above by October 31, 2011.

## **Superintendent Data Certification**

After your CALPADS Administrator has completed the Level 1 certification, the superintendent or charter school administrator, or your designee, must attest to the accuracy of the data on the certification reports by completing the Level 2 certification.

You may check the status of your LEA or IRC on the CALPADS County-Level Certification Report which will be located on the CDE CALPADS Web page beginning

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October 24, 2011. Select your county from the menu and click on the "Get Report" button. A report will be generated listing each LEA and IRC in your county that displays information about their CALPADS Fall 1 certification status. The report shows last year's certified enrollment count, the number of enrollment records within CALPADS so far for the current year, the number of fatal errors, the anomaly percentage, and the certification status for each LEA and IRC in your county. In order to certify the CALPADS Fall 1 data, LEAs and IRCs must have zero fatal errors and an anomaly rate that is less than two percent. Reports are updated each Monday.

My staff and the CALPADS Service Desk staff are eager to work with your staff to get this work completed on time. If you have any questions, please contact the CALPADS Service Desk by phone at 916-325-9210 or by e-mail at [calpads-support@cde.ca.gov](mailto:calpads-support@cde.ca.gov).

Thank you in advance for your assistance.

Sincerely,

Keric Ashley, Director  
Data Management Division